

Opening Date: July 17, 2008

Closing Date: July 30, 2008

JOB OPPORTUNITY

**MISSOURI STATE HIGHWAY PATROL
TRAFFIC DIVISION**

TITLE: Clerk II, Quality Control Clerk I, or Quality Control Clerk II (2 positions)
One within each section: Arrest Records Section, Patrol Accident Records Section

LOCATION: General Headquarters, Jefferson City, MO

FACILITATOR: Amanda Farley (573) 526-6334
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DESCRIPTION: This Clerk II, Quality Control Clerk I, or Quality Control Clerk II position is assigned to the Missouri State Highway Patrol's Traffic Division. The official domicile is Jefferson City, Missouri. This position is classified as non-exempt under the Fair Labor Standards Act.

EXAMPLES OF WORK: An employee in the **Clerk II** position performs clerical work of moderate difficulty and complexity to include encoding and quality control of data into a computer database through the use of a personal computer. An employee in the **Quality Control Clerk I and II** positions perform general or advanced quality control and related clerical work in maintaining the integrity of the Traffic Arrest System/DWI Tracking System (TAS/DWITS), Statewide Traffic Accident Records System (STARS), and Accident Request Tracking System by processing incoming manual and electronic records, returning incorrect or incomplete records, answering questions, and reviewing existing records for conflicting information. *(For a more detailed job description go to: <http://www.mshp.dps.missouri.gov/MSHPWeb/PatrolDivisions/HRD/Civilian/salarySchedule.html>.)*

QUALIFICATIONS: **Clerk II:** Must be a high school graduate or possess a GED and at least one-year experience as a Clerk I or comparable experience. **Quality Control Clerk I:** Must be high school graduate or possess a GED and one year experience as a Clerk II or related clerical classification. **Quality Control Clerk II:** Two years experience as a Quality Control Clerk I. Each of the above job titles must possess the ability to type 40 words per minute with 10 or less errors.

SALARY RANGE (Semi-monthly)

Clerk II:	\$863.50 - \$1,148.50
Quality Control Clerk I:	\$916.00 - \$1,230.00
Quality Control Clerk II:	\$1,024.00 - \$1,414.00

APPLICATION PROCEDURE: Individuals interested in these positions must submit the Patrol's Application for Employment **and take a typing test** (<http://mshp-hrd.AssessTyping.com>) prior to the application deadline. Resumes will not be accepted in lieu of the application. Applicants may obtain an application from the Patrol's website at www.mshp.dps.missouri.gov, or by contacting the facilitator listed above. Copy of typing test must be attached to the completed application.

Current employees who meet the minimum qualifications set forth in the attached job descriptions may apply through the Human Resources Division by submitting an intradepartmental letter of application and resume through channels prior to the application deadline.

Interview boards are tentatively scheduled for the week of August 11, 2008. The tentative start date for these positions is within 30 days of the interview.

Some Patrol duties relate to criminal activity. Therefore, employees may be exposed to written material, photographs, and/or verbal language of a sexual nature. The requirements of these positions are not intended to create a hostile work environment; however, it is work of an extremely sensitive nature. A copy of the Missouri State Highway Patrol policy on sexual harassment is available upon request.

NOTE: Final selection may be based upon several factors, e.g., results of an oral interview, written examination or exercise, review of past work performance, performance evaluations and/or candidate's possession of the knowledge, skills and abilities deemed necessary for successful performance in the job.

Once a job offer has been made, employment with the Missouri State Highway Patrol is contingent upon the successful results of a Patrol administered drug test, favorable background investigation, and the results of a medical or psychological testing, when required.

EEO STATEMENT: The Missouri State Highway Patrol is an equal opportunity employer. All qualified applicants will be considered for employment without regard to race, color, religion, sex, national origin, age, disability status, or any other non-merit factor.

**Missouri State Highway Patrol
Human Resources Division
1510 East Elm Street Jefferson City, Missouri 65101
Phone: (573) 526-6117 Fax: (573) 751-9924**